

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

1 of 6

<b>CONTRACTOR</b>	<b>CONTRACT NO./TASK NO.</b>	<b>JOB ORDER NUMBER</b>	<b>APPROPRIATE</b>
QSS Group, Inc.	NAS5- 99124      TASK NO. 379      AMENDMENT	423-228-11-19-89	00

TASK TITLE: (NTE 80 characters; include Project name)

EOS AURA Operations Development

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

Angelita C. Kelly <i>Angelita C. Kelly</i>	DATE 9-20-2000	ORG CODE 581	MAIL CODE 423	PHONE 301-614-5317
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BRANCH HEAD Margaret A. Luce <i>Margaret A. Luce</i>	DATE 9/20/2000	CODE 424	PHONE 301-286-2368
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CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) Robert S. Lebar, Jr. <i>Robert S. Lebar, Jr.</i>	DATE 9/21/00	CODE 560	PHONE 301-286-6588
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FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? <small>(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)</small>	CONTRACTING OFFICER'S QUALITY REP.	DESIGNATED FAM:
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reqs and Certs.

*(To be completed by Contracting Officer)*  
C.O. Requested Quote on:  
Date:

Contractor will develop specification or statement of work under this task for a future procurement.       NO       YES

Flight hardware will be shipped to GSFC for testing prior to final delivery.       NO       YES       N/A

Government Furnished Property/Facilities:       NO       YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance:       NO       YES      If yes:       TOTAL       PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached:       NO       YES

Highlighted Contract Clauses:      *(to be completed by Contracting Officer)*

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 10/1/00.

**INCENTIVE FEE STRUCTURE (check one)**

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	No. 3	<input checked="" type="checkbox"/> No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

*(To be completed by Contracting Officer)*

The target cost of this task order is \$ 476,467.

The target fee of this task order is \$ 10,197.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 486,664.

The maximum fee is \$ 14,903.

The minimum fee is \$0.

**AUTHORIZED SIGNATURE:**

**ELIZABETH J. AUSTIN  
CONTRACTING OFFICER**

*Elizabeth Austin*      10/25/00

SIGNATURE OF CONTRACTING OFFICER

DATE

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE:**

AUTHORIZED SIGNATURE

DATE

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QSS Group, Inc.	NAS5- 99124	379	

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

*(This is a follow-on to Task 182 under this contract; uninterrupted transition is required.)*

See page 3.

**PERFORMANCE SPECIFICATIONS:**

See page 5.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** 9/30/01

**MILESTONES/DELIVERABLES AND DATES:**

See page 5.

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of deliverables/milestones  
**Technical:** ATR's acceptance of the deliverables

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Angie Kelly, building 32, room E208C

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**EOS AURA OPERATIONS DEVELOPMENT****STATEMENT OF WORK:**

The contractor shall apply experienced expertise to assist in accomplishing the objectives of the EOS AURA Mission Operations Manager (MOM) position for the EOS AURA Project. The contractor shall assist the MOM in his/her responsibilities for development of the plans, procedures and processes of the PM Flight Team. The Flight Team is comprised of project and spacecraft engineers, instrument teams, the Flight Operations Team, and other supporting centers of expertise. The contractor is expected to develop expert knowledge of observatory systems and make significant progress toward development of space and ground system operations plans and procedures. Further, the contractor shall take an active role in relating observatory systems knowledge to the Flight Team, assist the FOT in preparing for the mission, and serve as a training resource for all of the Flight Team. The contractor shall also assist the MOM in establishing an efficient Flight Team organization and in developing operations methodologies for use by the team. The work specified in this task is intended to assist the Flight Team in preparing for the launch of the EOS AURA observatory; currently planned for June 2003.

The contractor shall function under the guidance of the AURA Mission Operations Manager (MOM), who shall resolve conflicts, establish due dates, and allocate responsibilities as required. Travel will be required, as directed by the MOM, to support technical meetings and reviews, and to interact with members of the AURA Flight Team.

Specific areas requiring action of the contractor are:

- Development of operations readiness by analysis and critique of operations plans and procedures, spacecraft and instrument operations documentation, mission planning procedures, EOC capabilities and effectiveness, spacecraft to EOC interoperability, instrument operation and science data collection, external support interfaces, and orbit dynamics and control.
- Maintenance of the detailed Aura Operations Concept Document.
- Development of a Project Test Plan for prelaunch end-to-end compatibility testing. This testing will include S/C to EOC interfaces and data flows and CTV/RF compatibility tests. Included will be the data X-Band data to be collected during the various S/C tests for subsequent ESDIS processing tests. S/C tests will include the S/C vendor I&T tests (Comprehensive Performance Tests) and the interface tests with GSFC (Spacecraft Interface Tests and Mission Tests). A reporting scheme for ESDIS processing results will be devised.
- Development of a Contingency Plan defining the actions required in the event of EOS AURA mission-related mishaps or mission failures (Project Contingencies).
- Support an audit effort of TERRA and AQUA project documentation for identification of analogous documents to generate for AQUA.

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- Maintenance of the Aura Mission Specific Requirements Document.
- Development of expert knowledge of the observatory to act as a resource for the Flight and Instrument Teams and develop operations procedures, anomaly resolution processes, and system analysis capabilities.
- Support the development of the mission management chain of command and develop the procedures for the efficient interaction between the non-FOT Flight Team and the FOT.
- Provide Observatory operations inputs to the launch vehicle mission planning process.
- Develop expert knowledge of both Space Network (SN) and Ground Network (GN) (EPGS) to assist in mission planning, testing, and training.
- Develop, prepare, and replicate presentation materials for use by EOS AURA management at formal reviews. Organize and conduct working group meetings for the development of the presentation materials.
- Provide Aura MOM support for management of the Operations Working Group (OWG) and develop and maintain the OWG action item database.
- Review and assist in editing vendor-supplied operations documents for completeness and GSFC operations perspective and aid the vendor in evaluation and improvement of the operations methodologies and processes.
- Support the development of the Instrument Operations Understanding Documents (as part of the IPG) and coordinate the collection and maintenance of the IOUs. Assist the Instrument teams in the development of their on-orbit procedures.
- Develop and maintain an EOS AURA mission operations web page.
- Provide support for the EOS Mission Operations schedule.
- Support special task functions as assigned by the EOS AURA MM, such as providing technical expertise with regard to clock correlation.

### **OTHER RESOURCES**

Travel to several US cities shall be considered within the scope of this task. At least two trips to the spacecraft manufacturer should be planned. Daily travel to the GSFC to attend meetings and coordinate activities should also be planned. Other travel cannot be specified in this work statement. Reimbursement for travel cost shall be in accordance with FAR 31.205-46 [Travel Costs} with further limitations as follows: air transportation shall be reimbursed at coach fare and automobile transportation shall be reimbursed at the current rate authorized for the Government employees.

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**DELIVERABLES/MILESTONES AND DATES:**

1. The contractor shall support the effort to organize, edit, and reproduce the presentation materials necessary to complete the AURA project management and formal reviews. Completed presentation materials are due 10 days prior to the review.
2. The contractor shall provide a Technical Progress Report on the 15<sup>th</sup> of the month detailing work progress, problems, and items requiring the attention of the project.
3. The contractor shall consolidate all Aura operations action items in the Aura Mission Ops Action Item data base and provide database updates on a monthly basis or as needed.
4. The contractor shall deliver a baseline Mission Specific Requirements Document on December 1, 2000 and updates to this document as needed.
5. The contractor shall deliver a functioning Operations web site on October 10, 2000.
6. The contractor shall deliver a draft set of inputs to the Instrument Operations Understanding documents on October 31, 2000, an updated set on May 1, 2001, and a baseline set on July 1, 2001.
7. The contractor shall deliver a draft Project Test Plan on March 3, 2001, an updated document on May 31, 2001, and a baseline document on July 31, 2001.
8. The contractor shall a draft Mission Contingency Plan on January 31, 2001, an updated version on June 1, 2001, and a baseline document on July 31, 2001.
9. The contractor shall deliver a review draft Launch and Early Orbit Management Plan on January 19, 2001.
10. The contractor shall deliver an update of RF Application (Stage IV) on January 15, 2001.

**PERFORMANCE SPECIFICATIONS:**

- Autonomy and professionalism of the contractor's work: Acceptable performance is that the Mission Operations Manager is satisfied that the contractor is completing the work with minimal direction and oversight.
- Analysis and planning of operations: Acceptable performance is that execution of plans and procedures occur without anomalies attributable to flaws in the plans or procedures.
- Operations readiness of the Flight Team: Acceptable performance is that the team executes operations plans and interfaces without anomalies attributable to the plans.

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- Preparation of formal review materials: Acceptable performance is that upon finalization the materials are current, accurately reflect operations plans, and errors are minimal.
- Support of the Operations Working Group: Acceptable performance is that the group transaction history contains minimal errors and that transaction histories are disseminated to the group without lapses in distribution..
- Technical Progress Report: Acceptable performance is that the MOM is satisfied that he/she is being kept informed of the status of work performed and of issues requiring project attention.